

Training Program Distribution System TPDS Casual (83000-89999)		1. Name		2. Phone Number		3. Order Point #		4. Date	
Requirements		5. Email Address		6. Fax Number		7. Page _____ of _____			
		8. Catalog Number		9. Product ID		10. Quantity		11. Confirmation Number (FOR CADC USE ONLY)	
		85713C		3020-999		10		Sample	
12. Recipient Shipping Information (Where Order should be shipped)									
Internal Revenue Service (or an Alternate Address)									
(Name)									
(Street Address) (Mail Stop, Room Number, Suite Number)									
(City) (State) (Zip Code)									
Phone Number of Recipient		()							
		Fax Form to CADC 309-662-2432							

INSTRUCTIONS FOR FILLING OUT Casual Order Form 5542 A

1. Contact name of person ordering material
2. Phone number of contact person
3. Order Point Number for location where order is being **shipped**
4. Date the order is being placed
5. Email address of contact person if available
6. Fax Number of contact person
7. Total pages of order
8. Catalog number of item being ordered
9. Product ID – number of item being ordered
10. Quantity of item being ordered
11. Confirmation Number – Person inputting order will fill in this information and fax it back to Contact Person within 2 workings days. If you do not receive your confirmation (order number) on a faxed order within 2 working days please do not refax the order. Call 1-877-752-2970 and provide them with the date of the fax order, contact name and phone number.
12. Recipient Shipping Information – Must include Recipient's Name, Street Address (No PO Boxes), Stop/room or suite number, City, State and Zip Code, Phone Number of Recipient